

**LEMON GROVE CITY COUNCIL
AGENDA ITEM SUMMARY**

Item No. 2
Mtg. Date June 20, 2017
Dept. City Manager's Department

Item Title: **Appointment of Three Permanent and Two Alternate Community Advisory Commission Members**

Staff Contact: Miranda Evans, Management Analyst

Recommendation:

Adopt a resolution (**Attachment B**) appointing three permanent members: James Davis, Angeles Nelson and Yajaira Preciado and two alternate members: Tom Clabby and Walter Oliwa to the Community Advisory Commission.

Item Summary:

On June 13, 2017, the City Council interviewed fourteen Community Advisory Commission ("CAC") Candidates. After conducting the interviews with the candidates, the City Council nominated and voted unanimously to appoint three permanent members: James Davis, Angeles Nelson and Yajaira Preciado and two alternate members: Tom Clabby and Walter Oliwa to the Community Advisory Commission.

Staff has prepared a resolution (**Attachment A**) for the City Council's consideration. The resolution appoints three permanent CAC members and establishes the two alternate appointments to the CAC as described above.

Fiscal Impact:

There is no fiscal impact.

Environmental Review:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Not subject to review | <input type="checkbox"/> Negative Declaration |
| <input type="checkbox"/> Categorical Exemption | <input type="checkbox"/> Mitigated Negative Declaration |

Public Information:

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> None | <input type="checkbox"/> Newsletter article | <input type="checkbox"/> Tribal Government Consultation Request |
| <input type="checkbox"/> Notice published in local newspaper | <input type="checkbox"/> Notice to property owners within 500 ft. | |

Attachments:

- A. Staff Report
B. Resolution 2017-

Attachment A

LEMON GROVE CITY COUNCIL STAFF REPORT

Item No. 2

Mtg. Date June 20, 2017

Item Title: **Appointment of Three Permanent and Two Alternate Community Advisory Commission Members**

Staff Contact: **Miranda Evans, Management Analyst**

Background:

On September 15, 2015, the City Council adopted Ordinance 431 to assign Planning Commission jurisdiction to the City Council and establish the Community Advisory Commission (“CAC”). CAC’s role is to serve as a resident-led Committee or Focus Group with three permanent members serving in the leadership positions for the Committee (i.e. Chair and Vice Chair of the overall committee or focus group and chairs of any sub-groups formed). The purpose would be to provide more stability to the Committee/Group with less reliance on staff to assume a leadership role.

On April 19, 2016, the City Council authorized staff to solicit interested residents in serving on the CAC. The application process to apply for a position on the CAC occurred from December 21, 2016 – January 9, 2017. Throughout the application process, a total of 16 completed applications were received. A total of 14 interviews were scheduled for June 13, 2017 – one former candidate withdrew their application and one former candidate currently serves in an incompatible office.

On June 13, 2017, the City Council interviewed fourteen CAC applicants. Following the interviews, they deliberated on the candidates and came to a unanimous vote for the three permanent CAC appointees and two alternates. The interview process and appointments are outlined in detail below.

Discussion:

At the June 13, 2017 CAC candidate interviews, fourteen passionate and qualified applicants were interviewed by the City Council. The caliber and diversity of candidates was impressive and presented a difficult decision for the City Council. Each of the applicants were asked the following five questions:

- 1) Please share with us a bit about yourself including your community involvement. What experience or special knowledge can you offer to the Community Advisory Commission?
- 2) What knowledge do you have about ongoing City projects or programs?
- 3) In your own words, please describe the mission of the Community Advisory Commission.
- 4) How do you interact with someone when you have a difference of opinion on an important matter?
- 5) In your opinion, what do you perceive as the top three most pressing concerns Lemon Grove faces?

Interviews were limited to ten minutes in total duration and two minutes per question. If additional time was available after the fifth question, the candidate was permitted to share additional information they would like the City Council to consider. Following the interviews, the City Council deliberated on selecting the top three candidates. Considerations that were discussed were the candidates’ current involvement in the community, their City knowledge, their likelihood to

Attachment A

continue civic involvement in the future and the importance of the selection of a diverse group of CAC appointees.

After deliberation, the City Council unanimously voted to appoint James Davis, Angeles Nelson and Yajaira Preciado as the three permanent CAC members. The attached resolution authorizes the three permanent member appointees to call an organizational meeting to establish who will serve as Chair and Vice Chair and to discuss procedure. To establish terms of office, the three appointees will draw straws to determine who will serve the three-year, two-year and one-year term. These three permanent CAC members will be required to submit conflict of interest forms and complete ethics training.

During this deliberation process, the City Council determined the need to also appoint two alternate members to each serve a one-year term and unanimously voted to appoint Tom Clabby as first alternate and Walter Oliwa as second alternate.

In addition to the first and second alternate members, ad hoc members can later be appointed with temporary CAC membership to assist the permanent members in the study of issues assigned to the CAC by the City Council. The number and makeup of the temporary membership would change based upon the need for members as determined on an issue-by-issue basis by the City Council. Further, due to their outstanding interviews, experience and community involvement, the remaining nine candidates will be notified of future opportunities for ad hoc participation. |

Conclusion:

|Staff recommends that the City Council adopt a resolution (**Attachment B**) appointing three permanent and two alternate members to the Community Advisory Commission. |

RESOLUTION NO. 2017

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LEMON GROVE, CALIFORNIA APPOINTING THREE PERMANENT AND TWO ALTERNATE MEMBERS TO THE COMMUNITY ADVISORY COMMISSION

WHEREAS, on September 15, 2015, the Lemon Grove City Council adopted an Ordinance establishing the Community Advisory Commission; and

WHEREAS, on April 19, 2016, the City Council authorized staff to solicit interested residents in serving on the Community Advisory Commission; and

WHEREAS, the application process to apply for a position on the Community Advisory Commission occurred from December 21, 2016 – January 9, 2017; and

WHEREAS, through the recruitment process, sixteen residents expressed interest in serving on the Community Advisory Commission; and

WHEREAS, on June 13, 2017, the City Council interviewed the fourteen available candidates; and

WHEREAS, through a nomination process at the conclusion of the June 13, 2017 interviews, the City Council voted unanimously to appoint three permanent members: James Davis, Angeles Nelson and Yajaira Preciado and two alternate members: Tom Clabby and Walter Oliwa to the Community Advisory Commission.

WHEREAS, the City Council established procedures to begin the Community Advisory Commission process; and

WHEREAS, the establishment of the one, two and three-year terms of office for the three permanent Community Advisory Commission members will be determined through the process of drawing straws; and

WHEREAS, the first and second alternates shall each serve a one-year term; and

WHEREAS, the Community Advisory Commission will operate under the spirit of the Brown Act and the three permanent members shall file the Fair Political Practices Commission (FPPC) Form 700 and complete ethics training; and

NOW, THEREFORE, the City Council of the City of Lemon Grove, California hereby ordains as follows:

SECTION ONE:

The findings listed above are true and correct.

SECTION TWO:

Approves the appointment of the following three permanent Community Advisory Commission members:

1. James Davis;
2. Angeles Nelson; and
3. Yajaira Preciado.

Attachment A

SECTION THREE:

Establishes the appointment of two alternate Community Advisory Commission members for a one-year period:

4. Tom Clabby as first alternate; and
5. Walter Oliwa as second alternate.

SECTION FOUR:

Authorizes the three permanent Community Advisory Commission members to call an organizational meeting to establish Chair and Vice-Chair appointments and to discuss procedures.

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